

Central Safety Policy

To be viewed in conjunction with the Lime Academy Trust's

- Suggested Academies Health & Safety Policy (**Appendix 1**)
- Academies Annual Health & Safety Report & Appendices **a, b & c.**

Statement of Intent

The Lime Trust Board is responsible for providing a safe and healthy environment for the staff, pupils and visitors to their academies.

The Board will ensure that all reasonable steps will be taken to fulfill these responsibilities within the framework of the Health and Safety at Work etc Act 1974, the Management of Health and Safety Regulations 1999 and those other Regulations made under the Act.

Introduction

As the employer of staff, The Lime Academy Trust has overall responsibility for the health, safety and welfare of staff and students in the academies. The Lime Academy Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The Lime Academy Trust will support its academies in putting in place clear policies, which focus on the key risks, and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfill its monitoring role, and to initiate and review health and safety policies and procedures, a safety committee will be established at trust-wide level which will cover all the academies within the Lime Academy Trust. This will operate under the terms of the Safety Representatives and Safety Committees Regulations 1977. This committee will meet termly and will have a balanced union/management membership. This committee is in addition to academy-based committees dealing with health and safety, for example academy safety committees or Academy Council premises committees, which will report to this central committee operating across the Trust.

Although overall accountability for health and safety lies with The Lime Academy Trust, day-to-day responsibility for the health and safety of staff and students in individual academies is delegated to the Principal and governing bodies, who in turn will delegate particular functions to other staff, in particular the School Business or Premises Manager.

The Academy Councils of academies within The Lime Academy Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Principal and Senior Management Team of the academy and relevant staff of the trust to support good health and safety management.

To this end, the Board have designated that each Principal/Headteacher will have strategic oversight of their Academy's Health and Safety organisation and arrangements on its behalf. Each Academy's Principal/Headteacher is expected to reinforce the Board's intentions on Health and Safety. It furthermore recognises that it also has a corporate responsibility towards the network of Academies, its staff, pupils and others coming on to their premises.

Each Principal/Headteacher recognises and accepts that they are responsible for providing a safe and healthy environment for the staff employed in the Academy, for the students attending it and for other persons on the premises.

They will continue to monitor those systems with due diligence in respect of the health, safety and welfare of staff, pupils and anyone else who may be affected by them.

The Principal/Headteacher will ensure that within the Academy budgets there are adequate resources available to cover the cost not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also, so far as reasonably practicable, of any emergency action necessary to ensure the health and safety of the occupants of the Academy premises.

The Principal/Headteacher will take reasonable steps to bring to the attention of each and every member of staff that:

- under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work
- they must co-operate with their employers in fulfilling their duties under the Act and supporting legislation as well as under the Academy's Health and Safety Policy and
- they each read (and sign that they have done so) the Academy's Health and Safety Policy, including the statements about the Organisation and Arrangements through which the Academy Management and staff aim to fulfil the relevant requirements.

It is suggested that the model policy (Appendix 1) is required for adoption by all The Lime Academy Trust Academies.

All Lime Trust Academies must complete an Annual Health & Safety Report and associated appendices by the 31st October annually.

The Lime Trust will provide template documents in order to support its schools with compliance and day-to-day procedures to meet its statutory duties

Lime Trust Academies

Health & Safety Policy

Adopted and Approved at the Academy Council meeting on: **DATE**

Signed:

Chair of Academy Council

Signed:

Headteacher

To be viewed in conjunction with: SCHOOL NAME:

The following Policies & Procedures:

- Fire Procedures Policy & Procedures
- Disaster Recovery plan/Business continuity plan
- Risk Register
- Annual Health & Safety Report and Appendices
- Safeguarding Policy
- E-Safety Policy
- School trips/External Visits Policy
- First Aid/Medications in school Policy
- Lettings Policy & Procedures
- Behaviour policy

Other Sources of Information:

- Building Condition Survey
- Visitors/Volunteers/Parent helper handbook/Procedures
- Contractors handbook
- Staff handbook/induction Information
- Fire logs register
- Health & Safety Logs
- Classroom Checklists
- Asbestos Register
- Risk Assessments Register
- Welfare records/Accident reporting book

1. General Statement of Intent

The Academy Council of **SCHOOL NAME** undertakes to meet fully its responsibilities under the 'persons in control of premises section of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in the arrangements section of this policy.

The Academy Council will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Academy Council will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Academy Council will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the **Arrangements** section (3).

ORGANISATION

2.1 Responsibilities of the Academy Council

The Academy Council will ensure that:

- a) The Principal populates the Lime Trust academies health and safety policy for approval and adoption by the Academy Council.
- b) Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept.
- c) Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- d) Regular termly safety inspections are undertaken.
- e) Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- f) Health and safety is a standing item on all agendas.
- g) An annual health and safety report and associated appendices published by the 31 October Annually.
- h) A positive health and safety culture is established and maintained.

2.2 Responsibilities of the Principal/Headteacher

The Principal is responsible for day to day overall management of health and safety in the academy.

The Principal/Headteacher will ensure that:

- a) A health and safety policy is produced for approval by the Academy Council and that the policy is regularly reviewed and revised as necessary, at least every two years. With an Annual report and associated appendices completed by the 31 October annually.
- b) Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept

- c) and that the assessments are reviewed annually or upon change in circumstances.
- d) For high risk activities, safe systems of work are identified via a risk assessment.
- e) Information and advice on health and safety is acted upon and circulated to staff and governors.
- f) Regular inspections are carried with reports submitted to the Academy Council and Trust.
- g) An annual report is provided to Academy Council.
- h) There is co-operation with the Trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- i) Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- j) Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- k) Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- l) There is co-operation, with, and provision of necessary facilities for, trade union health and safety representatives.
- m) Appropriate tasks are delegated to the Academy's Premises Manager and other premises staff.

2.3 Responsibilities of Senior Managers, Heads of Year & Responsibility Post Holders

- a) The School Business manager, Deputy and assistant principals may be required to undertake the Principal's/Heateachers duties which have been reasonably delegated to them which may include responsibility for health and safety management.
- b) Heads of department/faculty may be expected to oversee health and safety matters relating to their curriculum areas.

2.4 Responsibilities of the Premises Manager¹

The Premises Manager will ensure that:

- a) Safe means of access and egress are maintained.
- b) The premises are kept clean and that adequate welfare facilities are provided.
- c) Safe working arrangements are in place when contractors are working on the premises.
- d) Adequate security arrangements are maintained with daily checks ensuring that the building is vacated and secure.
- e) Adequate fire safety arrangements are implemented.
- f) Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- g) Adequate systems are in place for the management of asbestos and control of legionella.
- h) All premises-related accidents/incidents are recorded and investigated.
- i) Regular inspections of the premises take place, with union safety representatives invited to take part.
- j) A copy of the Health and Safety Law poster is displayed in an easily accessible location.

2.5 Responsibilities of all Employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the academy will act responsibly to ensure that:

- a) They are familiar with, and comply with, the Health and Safety Policy.
- b) They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.

- c) They report immediately, to the Principal or to their line manager any serious or immediate danger of which they become aware.
- d) They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Principal or to their line manager..
- e) There is no misuse of anything that has been provided for health and safety purposes.
- f) They use the correct equipment and tools for the job and any protective equipment that may be supplied.

2.6 Responsibilities of all Students

All students will be encouraged to follow safe working practices and observe safety rules.

All students will:

- a) Follow all instructions issued by any member of staff in case of emergency.
- b) Not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- c) Inform a member of staff of any situation which may affect their safety or that of other students or staff.

3. Arrangements

3.1 Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. SCHOOL NAME will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. SCHOOL NAME will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

The members of staff who are health and safety representatives for the recognised trade unions are:

Trade Union

Name of health and safety representative

(Insert details)

3.2 Health and Safety Committee

The academy has a Health & Safety committee to enable management and trade union representatives to work together to ensure not only compliance with the law but also the development of a positive health and safety culture within the workplace. **(SCHOOL NAME)** recognises that when employees are actively engaged in health and safety, workplaces have lower accident rates.

Members of the Health & Safety Committee for the Academic year 2015/16 are:

(NAME THE MEMBERS OF YOUR HEALTH & SAFETY COMMITTEE)

3.3 Health and Safety Policies and Procedures

SCHOOL NAME will adopt the Academy Trust's arrangements or, where necessary, establish its own arrangements, which may be set out in separate policies or a manual to ensure effective monitoring of all matters relating to Health & Safety.

SCHOOL NAME will complete an annual health & safety report to submit to the LGB and Trust Board outlining Health & Safety checks, practices and procedures over the previous academic year by the **31 October Annually**. (See **Lime Trust Template Annual Monitoring Report and Appendices, a, b & c**)